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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Services Division

DATE: February 6, 1950

FROM : Acting Chief, Supply Branch

SUBJECT: Monthly Report for January 1950

1. A proposed supply and property manual covering the 40 series (Administrative Instructions) has been forwarded to your office as requested. In the past, it has been the general policy to eliminate detailed information covering the mechanics involved in all phases of property and supply procedures which this office has complied with. However, it is felt that this is not sufficient for the working level, namely responsible and accountable officers, to effectively maintain accurate property accountability or process paper work pertaining thereto. It is the opinion of the undersigned that a complete detailed instruction should be furnished at the Staff level after the basic policy has been established.

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2. During the past month a meeting was held with representatives of this office to discuss the revised cargo procedure which will become effective 15 February 1950. As a result of the discussion the following will be accomplished:

a. Priority handling on all requests for installations located outside the departmental area, which includes procurement action, follow-up and ultimate shipment of supplies and equipment.

b. Establish use of Form No. 36-85, "Shipping Document", which will eliminate delay in processing paper work under present procedure.

c. Issues of communications stock items from Supply Branch, SSS will be crated and packed by Supply Branch, AS, which will provide expeditious handling of overt cargoes. (This point was concurred in by Chief, Supply Branch, SSS and memorandum of agreement has been forwarded for concurrence under signature of Chief, Services Division).

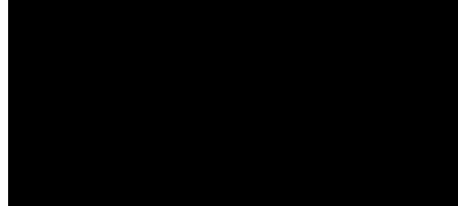
In establishing the above program the Supply Branch, AS will be in a position to cope with any voluminous requests for cargo shipments which may arise as a result of expansion of overseas overt activities with a minimum amount of time involved.

3. A proposed procedure covering all pertinent details pertaining to disposal of surplus and unserviceable property by Supply Branch will

be available for your review and concurrence on or about 15 February 1950.

4. A detailed procedure covering methods of procurement and mechanics involved in processing paper work pertaining thereto which will apply to all [REDACTED] field installations has been drafted and will be incorporated in the property and supply manual.

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VOLUME:

Procurement Section:

1. Requisitions

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Total number received.....
Pending bids, clearances, etc.....
Held without action.....
Total number of requisitions completed.....

2. Purchase Orders:

Prepared and issued.....
Total amount expended.....
Printing and Binding Estimates & Petty Cash.....
Total expenditures.....

Contract Section:

1. Contracts completed:

Supply..... 1
Service..... 2
Lease..... 0

2. Amendments to Contracts completed:

Supply..... 0
Service..... 7
Lease..... 0

3. Contracts pending:

Supply..... 1
Service..... 2
Lease..... 1

4. Amendments to Contracts pending:

Supply..... 1
Service..... 3
Lease..... 0

5. PBA Agreements completed:

Supply..... 1
Service..... 0
Lease..... 0

6. Total authorized obligations.....

Storage and Issue Section

1. Requisitions:

Received during month.....

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Completed.....
Pending.....

Account #2 - Office Supplies.....
Account #3 - Office Equipment.....
Account #5 - Medical Supply Account.....
Account #6 - General Supplies.....
Account #8 - Surplus Property Account.....

2. Cargo and Domestic Shipments:

Requests.....
Shipments accomplished.....
Total weight shipped.....
Total number of cases shipped.....

3. Miscellaneous:

Moving and relocation of equipment in CIA Buildings:
Number of jobs orders.....
Man-hours required (\$19,789).....

4. Identification Control Records:

Postings.....
Inventories processed.....

5. Typewriter Maintenance and Repairs:

Requisitions received during month.....
Requisitions completed during month.....
Requisitions on hand.....
Overhaul and shop work.....
Service calls.....
Total number of machines repaired.....
Estimated dollar value of all work.....

6. Furniture Repairs Report:

Service calls.....
Shop repairs.....
Estimated dollar value of work.....